

Weymouth Cultural Council Minutes

December 7, 2022

Members in Attendance: Daniel Callahan, Debbie Courteau, Mary Pap, Marie Stoeckel, and Hong Vuong.

The meeting was called to order at 6:43 p.m.

Approval of Minutes

Debbie made a motion to approve the September 28, 2022 minutes. Dan seconded the motion. The motion passed unanimously; the minutes were approved. Marie will send the signed minutes over to the Town and request that it be posted online.

Treasurer's Report

Reconciliation of Grants: Dan reviewed the spreadsheet that he provided to the members prior to the meeting with the latest reconciliation. The Cultural Council has \$46,302 available for FY2023 allocation. Debbie and members thanked Dan for all the work he has put in to ensure an accurate reconciliation.

Debbie recommended holding \$302 for potential administrative expenses and all members agreed. We will grant a total of \$46,000.

New Business

Grant Cycle Timeline: January 17, 2023 is the deadline to complete our Annual Report.

Survey Status: Mary opened the survey on November 28th. It will close on December 12th. We have over 80 responses so far. Based on a preliminary review, the priorities are teens, families, and seniors. Mary will provide documentation on the survey process for our standard operating procedures documentation. The survey is an annual requirement.

Review of Grants - Voting: Debbie led a review of the 43 grant applications which had been submitted via Panel Books for the FY23 grant cycle. Dan had previously provided members with a Panel Book spreadsheet using the Smart Simple summary extract of the Panel Books. The spreadsheet was used to keep a running tally of the awards and balance remaining.

The council discussed the overall grants that were submitted using Massachusetts Cultural Council (MCC) guidelines and criteria that must be met in order to approve or deny a grant, as well as local survey results.

Once the deliberations were finished and reviewed on all submitted grants, a total of \$46,000 was awarded.

Next Steps:

1. Debbie will send out the letters in mid-January. Per Dan's recommendation, she will use the spreadsheet for addresses since the MCC notified the councils that some Panel Book contacts are out-of-date. Debbie anticipates that Town Hall will cover the postage and we have \$302 to cover any copying costs.
2. Dan will complete and file the Financial Report.
3. Debbie will do the Annual Report.

Recruiting Council Members: A brief discussion of recruiting council members was held. We need to network since Mary and Hong's terms are ending in 2023. Dan pointed out that per a recent memo from the Massachusetts Cultural Council, elected officials can serve on the Council.

Schedule Next Meeting: The next meeting date was tentatively set for January 11, 2023, at 6:30 p.m.

Adjournment

The meeting was adjourned at 8:57 p.m.

Approved by: Deborah Courteau

Marie Steckel

Dated: January 11, 2023

January 13, 2023